

SHERIFF'S PERSONNEL MANAGER

(Unclassified Management)

DEFINITION:

Under administrative direction, to provide administration, support, planning, and coordination of the personnel management program of the Sheriff's Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, unclassified management class allocated only to the Sheriff's Department. The incumbent reports to the Assistant Sheriff and has significant responsibility for formulating policy and for managing the overall personnel activities, involving both sworn and civilian staff, for the Sheriff's Department.

EXAMPLES OF DUTIES:

Plans, directs, organizes, and coordinates the comprehensive personnel function of the Sheriff's department; formulates, recommends, and implements departmental personnel policy, standards, rules, and procedures; establishes work standards and objectives in the area of personnel management; resolves sensitive personnel problems in the Sheriff's department; serves as principal advisor to the Assistant Sheriff on personnel matters; performs special projects and studies as assigned by the Assistant Sheriff; prepares executive level correspondence and reports; develops position descriptions and participates in the design of the Sheriff's classification system; represents management in meetings with Labor Relations on negotiations, contract interpretations, grievances, and arbitrations, and confers with employee representatives on matters of salary and working conditions; serves as the Sheriff's liaison to County departments and the Chief Administrative Officer concerning personnel/payroll issues; serves as the Sheriff's representative during Civil Service Commission meetings and hearings, EEOC, and FEH compliance agency reviews, and in court concerning personnel matters; supervises subordinate supervisors of the Sheriff's recruitment, selection, training, and career development programs.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and methods of public personnel administration.
- Relevant federal, state, and county labor and employment laws, guidelines, rules, and regulations.
- Principles and practices of supervision, training, and general administration.
- Classification, recruitment, and selection of sworn and non-sworn professional and clerical occupations.
- The General Management System in principle and in practice.

General Knowledge of:

- Organization, policies, procedures, and operations of the Sheriff's Department and the County.
- Rules, regulations, and policies of the Civil Service Commission.
- Memorandums of Agreement with county employee organizations.
- Grievance procedures and dispute resolution techniques.

Skills and Abilities to:

- Plan, direct, organize, and coordinate the comprehensive personnel function of the Sheriff's department.
- Formulate, recommend, and implement departmental personnel policies, rules, and procedures.
- Analyze organizational personnel needs and personnel problems and sensitive issues and develop and recommend logical solutions.
- Prepare executive level correspondence and reports.
- Supervise and train the work of subordinate supervisors.
- Establish and maintain effective public and interpersonal relations with all levels of the Sheriff's administrative management and staff, outside departmental representatives, employee representatives, labor negotiators, and Civil Service Commission members.

EDUCATION/EXPERIENCE:

Education, training, and experience that demonstrate the possession of the knowledge and skills stated above. An example of an education/experience is: Five (5) years of professional personnel experience in a large agency or department, preferably a law enforcement agency. Previous experience must have included two (2) years at a management level administering the personnel functions of a public agency or organization. The possession of a bachelor's degree in personnel management, public administration, or business administration is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

The incumbent must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check including polygraph testing.